

JOB OPPORTUNITY

Franchise Tax Board is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent
Full-time

☐ Permanent
Intermittent

☐ Limited-term
(Temporary)
Length

☐ Formal Training
and Development
Assignment

Position Title: Child Support Automation Project
Network Administrator

Classification: Systems Software Specialist I (Tech)

Location: 11120 International Drive, Rancho Cordova

Section/Unit: Ca Child Support Automation System
Project/PANS Bureau/CCSAS IT Support
Section

Salary Range: \$4731-\$5753

Number of Vacancies: 1

Job Description: (includes typical duties)

Under the direction of the IT Support Section Manager, the Systems Software Specialist I (SSS I) is responsible for a variety of work assignments relating to the network and computing infrastructure in support of the staff of the California Child Support Automation System (CCSAS) Project.

TYPICAL JOB DUTIES INCLUDE:

- Manage CCSAS network infrastructure - servers, accounts, printers, applications, files.
- Assist with the management of the shared network environment with the Department of Child Support Services (DMZ)
- Assist with the management of the CCSAS public web server.
- Plan, maintain and troubleshoot the network and workstation operating environment.
- Assist with CCSAS Helpdesk activities, including customer service calls, purchasing and asset management, workstation imaging and software installation.
- Represent CCSAS IT interests on departmental teams.

Required Knowledge, Skills, and Abilities:

- Ability to work independently to complete staff work, utilizing sound analytical methods.
- Ability to solve problems quickly and effectively.
- Ability to function as a team member and to fill roles as needed.
- Ability to work with and communicate with a variety of non-technical and technical groups.
- Expert knowledge of Windows 2000 Professional and Windows XP Professional.
- Knowledge of Windows 2000/2003 server management, including but not limited to file security, print server management, and monitoring techniques.
- Ability to manage Active Directory users and objects, including MS Exchange.
- Knowledge of backup and disaster recovery methods.
- Knowledge of workstation management techniques.

Desirable Experience/Qualifications:

- Familiarity with VB scripting, IIS, MS SQL Administration.
- Familiarity with HP Proliant servers.

Mail or hand deliver your application by: 04/01/2005

Contact Person: Steve Nash

Telephone Number: 916-845-4140

Address/Room Number: PO Box 550, Sacramento, CA 95812-0550, Attention: Exams (include contact persons name)

Special Instructions: **FTB employees please hand deliver or route to Steve Nash at M/S M-1.**

Submit both STD 678 State Application and Resume

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

Franchise Tax Board's TDD telephone number is (800) 822-6268.

The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.